



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES OPEN TO THE PUBLIC

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$20.00 PROCESSING FEE
OR APPLICATION FEE WAIVER AND CERTIFICATION FORM MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

See page 2 of this announcement for fee waiver information

CODE ENFORCEMENT OFFICER

NO. 65-059

SALARIES VARY

There is one vacancy in the Village of Kenmore and the annual salary is \$55,000. The eligible list resulting from this examination will be used to fill this vacancy and other appropriate vacancies which may occur in municipalities or districts under the jurisdiction of Erie County Civil Service while this list is active

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. Preference may be given to successful candidates who have been residents of the municipality in which the appointment is to be made for one month preceding the date of the certification of the eligible list and who are residents of the municipality at the time of appointment. Non-residents may be required to become a resident of the appointing municipality if local law so states.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A. Graduation from a regionally accredited or New York State registered two or four year college or university with an Associate's degree in engineering, construction, fire protection, architectural technology, or related field; or:
- B. Graduation from high school or possession of a high school equivalency diploma and two years of experience in the building trades, engineering, architecture, building inspection, public health inspection, fire fighting or fire inspection; or:
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL TRAINING AND CERTIFICATION REQUIREMENT required under Section 159-A, New York State Executive Law: 434.5 Certification of Code Enforcement Personnel – The New York State Fire Administrator shall certify code enforcement personnel as having successfully completed one or more of the training programs set forth in this Part as follows: Probationary and non-permanent code enforcement personnel scheduled to perform code enforcement duties an average of more than 20 hours per week shall successfully complete a certified basic training program within 18 months of initial appointment.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.

All subsequent transcripts must be submitted at time of interview.

NOTES: 1. **NEW YORK STATE PUBLIC OFFICER LAW REQUIRES UNITED STATES CITIZENSHIP.** 2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements. 3. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DUTIES: A *Code Enforcement Officer* makes inspections of building construction and repair within a municipality and enforcing the provisions of local building and zoning laws, and under the general direction of the municipal legislative body or administrative officer, is responsible for enforcing state and municipal standards for the construction of all buildings and equipment therein, including standards for materials used and for safety and sanitary conditions; reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits; inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications of all requirements of applicable ordinances and laws, including New York State Uniform Fire Prevention and Building Code; issues building permits and furnishes the prescribed certificates of occupancy upon application; explains the requirements of the local building code, local zoning ordinances and the New York State Uniform Fire Prevention and Building Code law and other applicable laws to building contractors and to the general public; provides for removal of illegal or unsafe conditions

(continued)

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (*See application for more information.*)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

EXAMINATION DATE

MAY 8, 2010

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY

APRIL 7, 2010

DUTIES (continued): and secures the necessary safeguards during construction; orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures; inspects existing buildings and structures to insure their conformity with safety standards and elimination of fire hazards; may conduct investigation of source, origin and circumstances of fires and fire prevention code; investigates complaints and assists in prosecuting violations of the building and fire prevention code and zoning ordinances; prepares reports and keeps related records and may supervise a small-sized staff.

SUBJECT OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **INSPECTION PROCEDURES AND PRINCIPLES:** These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.
2. **BUILDING CONSTRUCTION AND REHABILITATION:** These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.
3. **UNDERSTANDING AND INTERPRETING BUILDING PLANS AND REQUIREMENTS:** These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.
4. **BUILDING, HOUSING AND ZONING LAWS AND CODES:** These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.
5. **FIRE PREVENTION AND UNDERSTANDING AND INTERPRETING FIRE CODES:** The fire prevention questions test for a knowledge of fire prevention methods, principles, practices, and equipment. These questions cover such areas as: alarms; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings. The understanding and interpreting fire codes questions test for the ability to comprehend written material related to fire prevention and inspection. All the information needed to answer the questions will be presented in the passages.
6. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

NOTICE TO CANDIDATES: It is **recommended** that candidates use a quiet, hand held, solar or battery powered calculator. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling 1-877-NYS-JOBS (1-877-697-5627) no later than two weeks before the test date.

INFORMATION FOR CANDIDATES

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the location at which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St., Buffalo, NY 14202.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

****IMPORTANT APPLICATION FEE – READ CAREFULLY****

A \$20.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification: form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "

Erie County Civil Service".

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.